



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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June 13, 2002

In Reply Refer To:
1400-630 (P)
CA-945

EMS TRANSMISSION: 6/13/02
Instruction Memorandum No. CA-2002-052
Expires 09/30/2003

To: All Employees

From: Deputy State Director, Support Services

Subject: Restoring Annual Leave For Employees Deemed Essential During the National Emergency

Attached is Information Bulletin No. 2002-077 from the BLM Washington Office providing information on restoring annual leave to employees who are involved in the national emergency. Following the events of September 11, 2001, President Bush declared a "National Emergency by Reason of Certain Terrorist Attacks" on the World Trade Center and the Pentagon. On November 2, 2001, the Office of Personnel Management (OPM) issued interim regulations to assist employees who were involved in activities related to the national emergency.

The interim regulations were made final on April 3, 2002. They simplify the procedures for restoring forfeited annual leave and impose relaxed time limitations for using restored annual leave. Employees are deemed to have scheduled their annual leave in advance and are entitled to restoration of their annual leave under these regulations. The national emergency constitutes an exigency of the public business, which justifies restoration of any forfeited annual leave in excess of the maximum allowable limits.

If you lost annual leave that could be restored under the provisions for the National Emergency, complete the attached Request for Restoration Form and submit it to through the appropriate supervisory channels to the Branch of Human Resources, CA-945. Questions regarding this memorandum may be directed to Angie Dailly at (916) 978-4476.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

BUREAU OF LAND MANAGEMENT

REQUEST FOR RESTORATION OF FORFEITED ANNUAL LEAVE
AS A RESULT OF NATIONAL EMERGENCY

Employees who meet the guidelines outlined in IB WO-2002-077 are eligible to request restoration of annual leave by providing the following information.

Once the form has been signed and dated, the form must be submitted to the supervisor. Supervisors should sign and date the form and forward it through the appropriate channels to the management official designated to approve requests for annual leave restoration.

1. Date worked in support of National Emergency:

_____.

2. Actual number of hours of annual leave requested for restoration: _____.

Signature of Employee

Date

Signature of Supervisor

Date

Approved for _____ hours

Disapproved for _____ hours

State Director

Date

Human Resources Specialist/Date

HR Officer/Date